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| **Post title:** | Grounds Maintenance Operative |
| **Grade:** | CD |
| **Responsible to:** | Grounds Maintenance Team Leader |
| **Staff managed:** | None |
| **Directorate:** | Environment |
| **Service:** | Highway and Transportation, Parking Services, Street Scene, Parks and Ground |
| **Job family:** | **OS - Operational Support**  |
| **Date of issue:** | June 2023 |

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| Job context |
| * The Grounds Maintenance Service has a reputation of having a willingness and can-do approach to service delivery for our customers.
* The post holder will be required to undertake all aspects of the Councils grounds maintenance service, including cemetery duties, grave digging, play parking inspections, weed control, and tree works
* The role will require the post holder to communicate and liaise with other council officers, undertakers, and members of the public. Sharing information relating to the ground’s maintenance service.
* The postholder will be based at one of the grounds depots or school sites and will be required to travel to sites within an allocated geographic area of the County.
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| **Job Purpose:** | **To provide a quality Grounds Maintenance service, carrying out horticultural and grounds maintenance tasks to a required standard at a number of NYC and contracted sites, including school grounds, public areas, and cemeteries.** |

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| Operational management: | * Play Park inspections within RPII and ROSPA guidelines to ensure play park areas are within the standards, reporting issues to the Team Lead.
* Grass Cutting using tractor-driven, ride-on, pedestrian and held hand equipment
* Maintenance of shrub, herbaceous and annual bedding plants including tree and shrub planting and application of herbicides.
* Pruning and removal of trees and shrubs as required and minor tree works.
* Hedge trimming using appropriate machinery and/or equipment
* Maintenance of sports pitch including marking of sports pitches, tracks, hard courts, play areas and other associated facilities - to include improvement and renovation
* Leaf clearance and collection and removal of debris and litter
* Any other horticultural, grounds maintenance or landscaping duties as required
* Cemetery Duties, including grave digging using mini digger.
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| Resource management: | * Ensure that all equipment is used and maintained well and stored appropriately.
* Driving of vehicles provided by NYC for transport of equipment, materials and/or personnel
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| Communications: | * Reporting issues to the Team Lead arising from play park inspections.
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| Systems and information: | * To fulfil the necessary administration tasks associated with the responsibilities of the post.
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| Safeguarding: | * To undertake personal risk assessments as appropriate
* To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience* Experienced in working within grounds maintenance.
* Experienced in the use of ride-on and pedestrian grass cutting machinery in a professional capacity
* Knowledge of grave digging and cemetery duties
* Knowledge and understanding of health and safety at work.
* Knowledge of play park inspections to ROSPA standard.
 | * Knowledge of a range of common amenity shrubs
* Experienced in working as part of a team
* Arboriculture experience
* Knowledge of using mini diggers
* Knowledge of local area
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| Occupational Skills* Ability to use tractor-mounted equipment
* Communication and interpersonal skills
* Basic literacy and numeracy skills
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| Behaviours [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications | * Current first aid at work certificate
* City & Guilds level II in Horticulture / NVQ 2, or equivalent
* NPTC Knapsack spraying certificate, units PA1 & PA6a
* NPTC Chainsaw units CS30, 31 & 36
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| Other Requirements* It may be required to work outside normal hours and in conditions that maybe considered unpleasant, for the needs of the service.
* Ability to drive a vehicle for work purposes, with current driving licence.
* Able to work on own initiative
* Flexible approach and able to work as part of a team.
* Reliable.
 | * Current driving licence with units B and E (vehicle of max 2500kg GVW, plus trailer exceeding 750kg)
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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching.
* As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.
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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.